

**STATE OF SOUTH DAKOTA
DEPARTMENT OF SOCIAL SERVICES**

RFP #456 - HAYING SERVICES FOR 2016 SEASON AT HUMAN SERVICES CENTER

PROPOSALS ARE DUE NO LATER THAN DECEMBER 23, 2015, 3:00 pm CST.

1.0 GENERAL INFORMATION

1.1 BACKGROUND

The South Dakota Human Services Center (HSC) in Yankton, South Dakota has approximately 45+- acres of hay meadow located west of HSC near the Rodeo Grounds.

1.2 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

To acquire haying services for approximately 45+- acres of prairie hay located on the grounds of HSC in Yankton for the 2016 haying season. The selected respondent must enter into an agreement with the South Dakota Human Services Center.

1.3 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received at the address listed below by December 23, 2015, 3:00 PM CST. Proposals received after the deadline will be late and ineligible for consideration. Proposals must be delivered to:

**South Dakota Human Services Center
3515 Broadway
PO Box 7600
Yankton, SD 57078
ATTN: Jeff Dreesen**

1.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.5 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.6 INQUIRIES

Respondents may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after December 16, 2015 at 3:00 CST. Email inquiries must be sent to Jeff.Dreesen@state.sd.us. Telephone inquiries will be accepted by calling Jeff Dreesen at 605-661-3230. Inquiries submitted by mail must be addressed to the address listed in Section 1.3. Reference RFP #456 in any inquiry.

1.7 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.8 LENGTH OF CONTRACT

April 1, 2016 to November 1, 2016.

1.9 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

2.0 PROPOSAL REQUIREMENTS AND DESCRIPTION OF WORK

Proposals should follow a general format of identifying yourself and your contact information, a description of your capability to provide the haying services, your proposed lease arrangement, and dated signature. Proposals must acknowledge and describe how you will meet the requirements listed below. Additionally, provide any other pertinent information that demonstrates why you should be awarded the haying contract such as prior experience, appropriate equipment, etc.

- 2.1** To enter into an agreement/contract with the South Dakota HSC to utilize 45+- acres of haying property for the 2016 haying season in the best interest of the State of South Dakota.
- 2.2** Proposals must state the proposed lease arrangement and rates, i.e. cash rent, crop share, etc.
- 2.3** Site visits will be granted and arranged November 11 and 12th from 8:00 AM to 5:00 PM by contacting the name and phone number listed in section 1.6 above.

3.0 AWARD

- 3.1** The State will award to the proposal that offers the best value to the State. The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 3.2** The RFP selection and award will be made by January 31, 2016.
- 3.3** The selected respondent must sign a contract and release form with the State of South Dakota.

4.0 COST PROPOSAL

- 4.1** Respondents must specify the proposed lease arrangement for the offered haying services.